



NCCESA CAMPUS CHAPTER

APRIL 20, 2007

Minutes

Attending: Susan Brame, Tracy Brown, Geri Bushel, Linda Cahoon, Laverta Flewellen, Karla Frizzelle, Ramona Herring, Suzanne Hugus, Mary Ann Lofgren, Vicky Merritt, Vicki Pettit, Paula Pritchard, Charlotte Simpson, Evelyn Stahling, Donna Stewart, Mel Stoss, Stephanie Tedesco, Angie Thomas, Makia Tillman, Donna Warren

Guests: Wade Harris, Guest Speaker; Magdalena "Meg" Smigielska from AEE; and Sandy Cyr from POD

Call to Order and Welcome: President Susan Brame called the meeting to order and welcomed members and guests. As today was "Wear Orange Day", in honor and memory of those who lost their lives at the recent Virginia Tech tragedy, President Susan Brame asked all present to observe a moment of silence.

Thought for the Day: 1st Vice President Tracy Brown gave the "Thought for the Day" on Inner Achievement.

Roll Call: Secretary Vicky Merritt gave the roll call. Present: 20 members Guests: 2 member guest and 1 guest speaker.

Introduction of Guest Speaker & Program: Geri Bushel, Vice-Chair of the Professional Improvement Committee introduced our guest speaker, Wade Harris. Mr. Harris is owner and founder of PHASE II Personal Training Centers and each member was given his Bio, which described his many accomplishments. Mr. Harris discussed the benefits of exercise and nutrition and brought out some of these points:

- DIET – the first 3 letters spell DIE – body is shutting down
- Sensible choices in foods we choose
- No bad food – bad people eating bad things – "moderation"
- Metabolism slows down if you limit number of times you eat – don't skip meals
- Spread out calories during the course of the day
- Diet can be a factor in our not handling stress
- Think of your eating habits as building a fire...to build a hot, glowing fire you would:

- Start with kindling wood and paper and get nice and hot in the **morning**
- Leave the fire for a couple of hours and come back **mid-morning** and put more wood on it
- Leave the fire a couple of more hours and come back around **lunch** time and put more wood on it
- Leave the fire a couple of more hours and come back around **mid-day** and put more wood on it
- Leave the fire a couple of more hours and come back around **supper** time and put more wood on it
- Leave the fire a couple of more hours and come back around **mid-evening** and put more wood on it

Aren't our bodies much like a fire? It needs fueling about the same!

- Resistance training – strength building/adds more lean muscle/less fat/helps you burn more calories/improves posture/strengthen upper muscles in your back
- Regular exercise – 2 to 3 days a week for 45 minutes to one hour
- Walking – combine both fast and slow walking speed/fast walking is a good cardio workout and slow walking burns more calories/fat

Next, our group and up and exercising with a few repetitions of sit & stand-arms up to side, shoulder-arms up and down, and sit & knee. Do these 12-15 times 3 to 5 times a day. Mr. Harris explained Raleigh's Project DIRECT as Raleigh Weighs In and challenged us to participate in the weigh-in. Members were given a pedometer to track the number of steps they walk daily as well as a chart to record their weight. Email wharris@phase2personaltraining.com each Friday to give your weight loss, which will be recorded on the billboard on Capital Boulevard going North from the beltline. Mr. Harris closed with these comments...you are only in competition with yourself, do exercise for the rest of your life, and can you imagine what it would be like if everyone brushes their teeth like they exercise? Evelyn Stahling was the winner of the drawing for one month with a PHASE II personal trainer and a one-hour massage. Congratulations Evelyn! Mr. Harris' assistant, Kathy will be contacting members in the coming week to schedule a one week free session with a personal trainer at PHASE II.

Vicky Merritt, Chair of the Professional Improvement Committee presented Mr. Harris with a Certificate of Appreciation and gift bag. Committee members Geri Bushel and Laverta Flewellyn gave each member and Mr. Harris a bag with various items about nutrition and wellness.

President Susan Brame thanked Mr. Harris and the Professional Improvement Committee for the program.

Approval of Minutes: Minutes were emailed to each member and President Susan Brame asked if there were any corrections or additions to the minutes. There were none. Ramona Herring made a motion to dispense of the reading of the minutes and Charlotte Simpson seconded.

Treasurer's Report: Charlotte Simpson, Treasurer provided each member with a copy of the Treasurer's Report, which showed the following:

Checking Account balance	\$222.79
Money Market balance	\$3104.03 (\$918.00/2009 mtg and \$2,186.03/MM)
Shares (Savings) balance	\$26.86

We may need to transfer some funds from the general Money Market to checking to cover expenses. Evelyn Stahling made a motion to accept the Treasurer's Report and Vicki Pettit seconded. The motion was voted on and approved.

COMMITTEE REPORTS

Membership: Report given by Evelyn Stahling, Chair of Membership Committee.

The committee has invited two new potential members, Magdalena Smigielska, or Meg, from AEE and Sandy Cyr, from POD as guests to today's meeting. The recent bylaws and rules have changed to open membership to those on NC State Campus and NCSU research station field locations that support Cooperative Extension programs, regardless of the employee's source of salary funding.

In lieu of this, if you know of any potential members, you would contact Vicky or myself, please email me at evelyn_stahling@ncsu.edu or Vicky Merritt at vicky_merritt@ncsu.edu.

Vicky has updated the membership profile sheet to include e-mail addresses and home addresses. It was sent out in an October e-mail asking everyone to update his or her sheets. If you have not already filled one out, please do so today.

Public Relations: President Susan Brame reported for Linda Judge - No report

Reflections: Report given by Makia Tillman, Chair of Reflections Committee.

The Reflections Committee submit the following report:

- ❖ October 12, 2006 I received two newspaper articles from Susan Brame. Susan Brame Received an *Award of Excellence* during the '2005 NCCESA State Meeting' in Research Triangle Park. Also, she received the *NCCESA Executive Board Award* at the '2006 NCCESA State Meeting' in Southern Pines. Both will be placed in the campus chapter's scrapbook.
- ❖ November 10, 2006 Tracy and I purchased a digital camera with accessories (camera bag, batteries, etc.). Total was under: \$250.00
- ❖ December 11, 2006 I received a newspaper article from Vicki Pettit. Vicki Pettit received an *Award of Excellence* for special leadership at the '2006 NCCESA State Meeting' in Southern Pines. The article will be placed in the campus Chapter's scrapbook.
- ❖ March 26, 2007 I forwarded photos from 2006 June Picnic and Holiday Luncheon to Linda Judge, Chair of the Public Relations Committee for the chapter newsletter and Melissa Lynch, Chair of the Reflections Committee to include in the PowerPoint presentation for the September 2007 NCCESA State Meeting that will be held in Kill Devil Hills, NC.

Nominating: Mary Ann Lofgren distributed the NCCESA Campus Officer nomination form. She announced that we currently need nominations for 2nd Vice President, Secretary, and Treasurer. She will also send this to all members as an attachment. Please return the nomination form to

Mary Ann NO LATER than JUNE 30, 2007. We will need to vote on the new slate of officers at our next meeting, which is August 10.

Members might want to start thinking about nominating a 2nd VP from the campus chapter for the 2011 state office, this is a 4-year commitment. The nomination form is located on the NCCESA website, click Officers, click nomination form for state officers. Mary Ann to send out web link for nomination form. Thank you for your efforts.

Rules and Bylaws: Karla Frizzelle, Chair reported...no report from this committee.

Finance: Charlotte Simpson, Treasurer submitted this report as the Treasurer's Report earlier.

Hospitality: The Holiday Celebration was held on Monday, December 18th in the Brickhaven Conference Room. Due to the approaching holiday break, we did not send out a response survey. From the comments of the day, the committee will continue to work on lowering the cost of the function while keeping the joyous holiday spirit.

The committee is in the process of planning the June Picnic. We have a set date and time of Tuesday, June 12th from 5:00-7:00 pm. We will have complete details including venue, menu, and theme emailed by May 4th. Please sign up to bring a side item, drink, or desert and invite a guest/potential new member to attend.

Fundraising: The Fund Raising Committee has been working to come up with fund raising ideas for this year's state meeting. We have looked into the idea of raising money by shopping at grocery stores and using an MVP card to get money for the association when it is used. We have also been looking into the idea of getting the members of the association together one night and going to Sweet Tomatoes Restaurant to have dinner. We could pass out fliers and get a group of people to go on a certain night. Then the group would get part of the proceeds that are raised on that particular night to help with our expenses for the state meeting. These two ideas are still being looked into. However, if we do either of these two things we would still need to do something else for a fundraiser at the meeting itself.

For the state meeting, it has been suggested to do baskets again this year. We would need to get some donations from companies like Bath and Body Works, or even contributions from the bookstore here on campus to fill our baskets. These are just a couple of the ideas that we have come up with, and we wanted to present these ideas to the group to see what they think so that we can get started with the plans that we come up with. We will send out more details as they become available.

Discussion: It was decided that we would do 2 baskets for the state meeting...one Bath & Body and one Miscellaneous. Pre-sell tickets by the June meeting. A flyer needs to be created giving description of what each basket will include. Ramona will type a letter and email to member to use when contacting businesses, etc. for donations. If you know of a business that can be contacted for a donation, please let the Fundraising Committee know or contact them yourself.

Also, discussed the MVP card idea and some concerns are that we need 25 participants to enroll and our organization does not have a 501C3 non-profit status. No decision was made on this idea

at this time. Discussion on Sweet Tomatoes Restaurant concluded that most members did not feel comfortable in solicitation in the parking lot but did not have a problem with passing out the flyer to people they know and ask them to eat at Sweet Tomatoes on a certain night. Vote was taken to table the Sweet Tomatoes idea at this time.

Professional Improvement: The Professional Improvement Committee has had two planning meetings to discuss potential speakers for our April 20th meeting. The committee asked Geri Bushel if she would invite Wade Harris with PHASE II to be our speaker for the April 20th meeting. Mr. Harris is a personal trainer at the PHASE II fitness center and has agreed to join us on April 20th. The topic will be "Working for a Healthier You" and we are looking forward to his thoughts and ideas on what we can do to become and stay healthy.

Vicky Merritt, Chair of the Professional Improvement Committee sent an email to NCCESA Campus Chapter member on April 9th about the Professional Improvement Scholarship. The Campus Chapter awards a \$100 scholarship to one of its members who would like to seek funding for his/her professional improvement. The scholarship can be used for attending a workshop, a seminar, a training class or continuing education through a college course or obtain a certification. The deadline for submitting applications will be 5:00 p.m. on June 1, 2007. Applications should be mailed or hand-delivered to Vicky Merritt, Chair of the Professional Improvement Committee, CB 7604, 311 Ricks Hall by 5:00 p.m. on June 1st. Applications will be reviewed by a selection committee process after June 1st and the winner will be notified as soon as possible.

Also, members were given information about the \$500 Professional Improvement scholarship in the same email from Chair Vicky Merritt. The deadline for submitting these applications to the state office is August 1, 2007. Applications are to be submitted to Ginger McGhee, PO Box 97, Yadkinville NC 27055. Members are encouraged to apply for both scholarships.

Professional Improvement Committee members are: Geri Bushel, Laverta Flewellen, Jean Pittman, and Vicky Merritt, Chair.

Outreach Committee: Tracy Brown, 1st Vice President reported progress is being made to form a Regional Secretaries Association and everyone is looking forward to the planning/organizational meeting to be held in July. Tracy gave us an update on attending the Secretaries' meeting in Alabama.

Secretary of the Year: Tracy Brown, 1st Vice President presented the Secretary of the Year Award for 2007 to Donna Warren, who was nominated by Vicki Pettit and Suzanne Hugus. Donna retired in 2003 but continues to work on Campus and is very involved with the NCCESA. Present for the award presentation were Dr. Bill Collins, Dr. Billy Caldwell, Trish and Margo. Congratulations Donna!

2009 State Meeting: Karla Frizzelle and Vicki Pettit presented information on location for the 2009 State Meeting. North Raleigh Hilton was visited and the committee shared information about the facility. Motion was made by Tracy Brown for 2009 State Meeting Planning Committee to accept the contract from North Raleigh Hilton on behalf of the Campus Chapter. Mary Ann Lofgren seconded the motion. Motion was voted on and carried unanimously. The theme and committees will be discussed at the August meeting. An information sheet was given to members to look over

carefully and decide which committee/committees they would like to serve on for the 2009 State meeting. A slide presentation on the North Raleigh Hilton was also presented to the members.

Old Business: A digital camera has been purchased (see Reflections Report). President Susan Brame and 1st Vice President Tracy Brown attended the Federation Forum on December 8, 2006. Minutes are on the web for your review. NCCESA Board of Directors meeting was held in February 16, 2007 and Dr. Zublena spoke with the group on career banding. Jessica Tucker also talked about insurance.

Reminder/Announcements:

- ❑ Executive Board Award Nominations due August 1
- ❑ Sue Mills Lighthouse Award Nominations due August 1
- ❑ State Professional Improvement Scholarship Nominations due Aug. 1
- ❑ Nominations for State Office due August 1
- ❑ Horn of Plenty – August 17 – Fayetteville
- ❑ 2007 State Meeting – September 20 & 21, Ramada Inn, Kill Devil Hills
- ❑ Annual Picnic – June 12th
- ❑ Next Meeting – August 10th, 1:30-3:30 pm, Arboretum
- ❑ NCCESA Website: <http://www.ces.ncsu.edu/assn/nccesa/>
- ❑ Campus Chapter Website: <http://www.ces.ncsu.edu/assn/nccesa-ncsu/>

Respectfully submitted,
Vicky Merritt, NCCESA Secretary